

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsadvantage.gov>*

**Financial and Business Solutions (FABS)**

**FSC Group: 520**

**Contract No.: GS-23F-0408K**



*For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>*

**Contract Period: September 6, 2010 – September 5, 2020**



**Haynes, Inc.  
3701 Pender Dr., Suite 250  
Fairfax, VA 22030  
Telephone: (703) 273-2354  
Fax: (703) 273-5080  
<http://www.haynesinc.com>**

**Business Status: Minority Owned  
Business Size: Small**

**Prices shown herein are NET (discount deducted).**

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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

- SIN 520-11 / 520-11RC: Accounting
- SIN 520-22 / 520-22RC: Grants Management

1b. Lowest Priced Model Number and Lowest Price:

Please refer to our rates on page [#14](#)

1c. Labor Category Descriptions:

Please refer to page [#6](#)

2. Maximum Order:

\$1,000,000 (all SINs)

3. Minimum Order:

\$100

4. Geographic Coverage:

Domestic and Overseas

5. Point(s) of Production:

VA

6. Discount from List Price:

All Prices Herein are Net

7. Quantity Discounts:

Not Applicable

8. Prompt Payment Terms:

Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items:

Not Applicable

11a. Time of Delivery:

15 working days

11b. Expedited Delivery:

Services are not available for expedited delivery.

11c. Overnight and 2-Day Delivery:

Services are not available for overnight and 2-day delivery.

11d. Urgent Requirement:

The contract contains the “Urgent Requirements” clause. Purchasers can contact the Contractors Main or Secondary Contact Persons to potentially affect a faster delivery.

12. F.O.B. Point(s):

Destination

13a. Ordering Address:

Haynes, Inc.  
Attn: GSA Orders  
3701 Pender Dr., Suite 250  
Fairfax, VA 22030

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:

Haynes, Inc.  
Attn: Accounts Receivable / GSA Orders  
3701 Pender Dr., Suite 250  
Fairfax, VA 2203

15. Warranty Provision:	Not Applicable
16. Export Packing Charges:	Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):	Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair:	Not Applicable
19. Terms and conditions of installation (if applicable):	Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:	Not Applicable
20a. Terms and conditions for any other services (if applicable):	Not Applicable
21. List of service and distribution points (if applicable):	Not Applicable
22. List of participating dealers (if applicable):	Not Applicable
23. Preventative maintenance (if applicable)	Not Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):	Not Applicable
24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a> :	Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number:	00-6979509
26. Haynes, Inc. is registered in the System for Award Management (SAM) database.	

## **CONTRACT OVERVIEW**

GSA awarded Haynes, Inc. a GSA Federal Supply Schedule contract for Financial and Business Solutions (FABS), Contract No. GS-23F-0408K. The current contract period is 09/06/2010 – 09/05/2020. The contract allows for the placement of Firm Fixed Price, Labor Hour, or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Aggrey R. Haynes, Chief Executive Officer  
Haynes, Inc.  
3701 Pender Dr., Suite 250  
Fairfax, VA 22030  
Telephone: (703) 273-2354  
Fax Number: (703) 273-5080  
Email: [ahaynes@haynesinc.com](mailto:ahaynes@haynesinc.com)

or

Robert W. Reiley, Chief Financial Officer  
Haynes, Inc.  
3701 Pender Dr., Suite 250  
Fairfax, VA 22030  
Telephone: (703) 273-2354 x728  
Fax Number: (703) 273-5080  
Email: [rreiley@haynesinc.com](mailto:rreiley@haynesinc.com)

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Haynes, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- SIN 520-11 / 520-11RC: Accounting
- SIN 520-22 / 520-22RC: Grants Management

A full description of each SIN definition and examples of the types of work covered by the SIN are available on eLibrary.

## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Haynes, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

<b>Orders under the Micro-Purchase Threshold (\$3,000)</b>
<ul style="list-style-type: none"> <li>Select the contractor best suited for your needs and place the order.</li> </ul>
<b>Orders in-between the Micro-Purchase Threshold (\$3,000) and the Simplified Acquisition Threshold (\$150,000)</b>
<ul style="list-style-type: none"> <li>Prepare a SOW or PWS in accordance with FAR 8.405-2(b).</li> <li>Prepare and send the RFQ (including SOW and evaluation criteria) to at least <b>three</b> GSA Schedule contractors.</li> <li>Evaluate, then make a "Best Value" determination.</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
<b>Orders over the Simplified Acquisition Threshold (\$150,000)</b>
<ul style="list-style-type: none"> <li>Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li> <li>Seek price reductions.</li> <li>Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

### Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### Preparing a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

<b>Title: Project Manager</b>
<b>Minimum/General Experience:</b> Ten (10) years of relevant experience.
<b>Functional Responsibility:</b> Functional Responsibility: Responsible for the management of all aspects of the project. Organizes and directs the overall performance of the contract. Interacts with management personnel assigned to the engagement and is responsible for decisions made with respect to any technical or administrative matters encountered. Responsible for primary coordination with the client.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Five (5) additional years of experience can be substituted for degree.

<b>Title: Subject Matter Expert</b>
<b>Minimum/General Experience:</b> Ten (10) years experience in relevant discipline(s) or area(s) of expertise. Possible areas of expertise include but are not limited to systems design, information technology, information analysis, contract management, quality assurance, test and evaluation, industrial processes, acquisition management, financial analysis, financial management, cost estimating/analysis, budgeting and performance measurement. Experience in isolating, and resolving problems. Ability to explain issues to others in a manner that facilitates informed decision making. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT). Experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement.
<b>Functional Responsibility:</b> Plans and executes complex tasks, projects and programs relevant to subject matter expertise. Leads the effort of others when required. Reduces complex issues to practical recommended options. Explains recommendations to decision-makers in terms that permit decisions. Takes action on decisions when tasked. Performs studies and analyses on subjects within the scope of work. Performs EDP tasks related to the financial operation. Analyzes business and/or operating procedures and recommends efficiencies and synergies.
<b>Minimum Education:</b> None

<b>Title: Partner/Principal</b>
<b>Minimum/General Experience:</b> Ten (10) years of experience in relevant engagement
<b>Functional Responsibility:</b> Organizes and directs the overall performance of the contract. Interacts with management personnel assigned to the engagement and is responsible for decisions made with respect to any technical or administrative matters encountered. Approves the engagement planning and is responsible for the approval of the final report.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> CPA can be substituted for degree.

<b>Title: Sr. Consultant Grants</b>
<b>Minimum/General Experience:</b> Ten (10) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Manage subordinate consultants and analysts. Perform process reviews, and advise on preparation of grant proposals and reports. Solve complex grants accounting and financial problems. Advise on managerial grant issues. Advise on grantor operating processes for evaluating grants using a variety of processes, including panel, questionnaires, on-line input, and distributed teams. Establish and analyze budgets and indirect costs for grant program and grant management offices. Control decentralized operations. Analyze grant proposals, and identify relevant costs and risks in grant approval. Advise on grant approval decisions using a variety of management tools, including net present value. Analyze grantee financial statements. Advise on grantee financial accounting issues. Perform transaction analysis. Perform risk analysis for grant proposals, including operations and financial forecasting. Recommend process improvements for grant making operations. Review, prepare and present written and oral reports on grant programs and grant making processes.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.



<b>Title: Consultant Grants</b>
<b>Minimum/General Experience:</b> Eight (8) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Perform process reviews, and advise on preparation of grant proposals and reports. Solve complex grants accounting and financial problems. Analyze grantor operating processes for evaluating grants using a variety of processes, including panel, questionnaires, on-line input, and distributed teams. Analyze budgets and indirect costs for grant program and grant management offices. Interview grant program and grant management staff to gather data for process analysis. Analyze grant proposals, and identify relevant costs in grant approval. Analyze grant approval decisions using a variety of management tools, including net present value. Analyze grantee financial statements. Advise on grantee financial accounting issues. Perform transaction analysis. Perform risk analysis for grant proposals, including operations and financial forecasting. Prepare written reports on grant programs and grant making processes. Make oral reports on findings and analyses.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Principal Consultant</b>
<b>Minimum/General Experience:</b> Eight (8) years experience in specific specialty.
<b>Functional Responsibility:</b> Functional Responsibility: Perform special studies to improve accounting operations, resolve accounting issues, and assess or enhance accounting internal controls. Performs EDP tasks related to accounting. Analyzes business or operating procedures to devise the most efficient method to accomplish the work. Considered an "expert" in his or her specific field. Uses in-depth problem solving ability, requiring cross-functional integration. Keeps abreast of all trends in government and industry in his or her related field.
<b>Minimum Education:</b> Degree in related field.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Senior Manager</b>
<b>Minimum/General Experience:</b> Five (5) years relevant experience.
<b>Functional Responsibility:</b> Top – Level manager. Supervises engagements. Manages all aspects of highly complex projects. Have effective writing skills. Has experience managing Financial and Accounting projects within civilian and DOD agencies. Has experience managing front line accounting staff and the ability to communicate and interface with government management and staff. Conducts on-site quality control inspections.
<b>Minimum Education:</b> Bachelor's degree in accounting or related field. Certifications are preferred.
<b>Substitutions:</b> Five (5) additional years of experience can be substituted for degree.

<b>Title: Sr. Analyst Grants</b>
<b>Minimum/General Experience:</b> Eight (8) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Manage subordinate consultants. Solve complex grants accounting and financial problems. Advise on grantor operating processes for evaluating grants using a variety of processes, including panel, questionnaires, on-line input, and distributed teams. Establish and analyze budgets and indirect costs for grant program and grant management offices. Analyze grant proposals, and identify relevant costs in grant approval. Analyze grantee financial statements. Advise on grantee financial accounting issues. Perform risk analysis for grant proposals, including operations and financial forecasting. Review, prepare and present written and oral reports on grant programs and grant making processes.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Manager</b>
<b>Minimum/General Experience:</b> Five (5) years relevant experience.
<b>Functional Responsibility:</b> Supervises the small engagements and is responsible for the implementation of procedures to be followed relative to the project plan. Have effective writing skills. Is responsible for drafting engagement report prior to its submission for approval. Assumes responsibility for the coordination of subordinate activities. Conducts on-site quality control inspections.
<b>Minimum Education:</b> Bachelor's degree in accounting or related field. Certifications are preferred.
<b>Substitutions:</b> Four (4) additional years of experience can be substituted for degree.

<b>Title: On-Site Supervisor</b>
<b>Minimum/General Experience:</b> Eight (8) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Supervises all on-site personnel assigned to an engagement and is responsible for the implementation of procedures to be followed relative to the project plan. Have effective writing skills. Assumes responsibility for the coordination of subordinate activities. Conducts on-site quality control inspections. Responsible for day to day communications with the client.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Senior Consultant</b>
<b>Minimum/General Experience:</b> Five (5) years experience in specific specialty.
<b>Functional Responsibility:</b> Exhibits broad and detailed understanding of all aspects of the project and functional area. Perform special studies to improve accounting operations, resolve accounting issues, and assess or enhance accounting internal controls. Performs EDP tasks related to accounting. Analyzes business or operating procedures to devise the most efficient method to accomplish the work.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Senior Accountant</b>
<b>Minimum/General Experience:</b> Eight (8) years of relevant experience.
<b>Functional Responsibility:</b> Perform audits, prepare/reconcile ledgers, and prepare financial statements. Manage subordinate accountants. Solve complex accounting and financial problems. Advise on managerial accounting issues. Perform job order costing and process costing analysis. Establish cost-volume-profit relationships. Perform profit planning. Analyze standard costs. Establish and analyze flexible budgets and indirect costs. Control decentralized operations. Price products and services. Identify relevant costs in decision making. Advise on capital budgeting decisions. Advise on investment decisions using net present value. Allocate costs to departments. Analyze financial statements. Advise on financial accounting issues. Perform transaction analysis. Value inventories. Analyze the utilization and retirement of operating assets. Evaluate earnings per share. Prepare, account for, and advise on income taxes. Account for leases. Account for pensions and other post employment benefits. Analyze the impact of changing prices. Analyze and prepare consolidated financial statements. Translate foreign currency transactions. Account for partnerships and other business entities. Account for Government and Nonprofit Organizations. Perform financial forecasting. Analyze the financing decision. Use discounted cash flow techniques. Perform cash management.
<b>Minimum Education:</b> Bachelor's Degree in Accounting.
<b>Substitutions:</b> CPA can be substituted for experience. CPA, CMA, or MBA or Two (2) additional years of experience can be substituted for degree.

<b>Title: Analyst</b>
<b>Minimum/General Experience:</b> Three (3) years experience in specific specialty.
<b>Functional Responsibility:</b> Performs analysis and related tasks; gathers and analyzes information. Designs and modifies systems to accomplish desired operations; tests system accuracy and verifies design through the preparation of sample tests data and the execution of free – play and formal tests, prepares flowcharts, diagrams and prepares other required documentation.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Sr. Grants Specialist</b>
<b>Minimum/General Experience:</b> Six (6) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Performs initial comprehensive cost analysis on approved grant applications to ensure compliance. Verifies Indirect Cost Rate Agreements, and evaluate specific elements of cost for necessity, and reasonableness. Prepares written recommendations for Grants Officer based on analysis of cost data. Contacts grantees when necessary to request missing or additional supporting documentation for proposed costs and revised budgets. Ensures grantee has been approved for funding. Reviews continuation grant file to ensure approval has been obtained prior to award. Reviews and analyzes grantees post-award requests to ensure conformance with procedures. Coordinates review of grantee requests with appropriate program official; prepares documentation to formalize requested post-award action. Reviews and Analyzes the financial status submitted by grantees to ensure progress on awarded grant is adequate and funds are being spent in compliance with applicable cost principles and terms of grant award. Performs additional technical pre-award and post-award grant related activities as requested. Compiles relevant grant information for analysis in preparation for risk management assessment. Develops a plan to mitigate risk including identifying the need for technical assistance.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Lead Program Specialist</b>
<b>Minimum/General Experience:</b> Six (6) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Review and analyze grant applications for continuation, supplemental and facilities grants compliance. Analyze refunding and supplemental grant applications. Obtain clarification and negotiate changes with grantees, and prepare negotiation sheet and grant award. Provide technical assistance to grantees. Monitor ongoing performance of grantees. Provide assistance to grantees on corrective action activities. Support enforcement actions. Provide technical assistance and guidance to new grantee(s) during transition from interim grantee. Review and evaluate technical assistance plans. Analyze multiple sources of data to identify performance trends and best practices; propose areas/strategies for improvement and training/technical assistance for grantees. Promote the goals, priorities and initiatives, of the Grant Office. Ensure the effective and timely completion of the Risk Management Process for all assigned Grantees. Provide leadership in functional areas. Oversee subordinate Program Specialists.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Staff Accountant</b>
<b>Minimum/General Experience:</b> Five (5) years of relevant experience.
<b>Functional Responsibility:</b> Perform audits, prepare and reconcile ledgers, prepare financial statements. Manage subordinate accountants. Solve accounting and financial problems. Advise on managerial accounting issues. Perform job order costing and process costing analysis. Establish cost-volume-profit relationships. Profit planning. Analyze standard costs. Establish and analyze flexible budgets and indirect costs. Control decentralized operations. Price products and services. Identify relevant costs in decision making. Advise on capital budgeting decisions. Advise on investment decisions using net present value. Allocate costs to financial accounting issues. Analyze transactions. Assist with valuation of inventories. Evaluate earnings per share. Prepare, account for, and advise on income taxes. Account for leases.
<b>Minimum Education:</b> Bachelor's degree in accounting.
<b>Substitutions:</b> CPA can be substituted for experience. CPA, CMA, or MBA or Two (2) additional years of experience can be substituted for degree.

<b>Title: Sr. Audit Specialist</b>
<b>Minimum/General Experience:</b> Five (5) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Examines audit report financial information for compliance with audit requirements to ensure results are achieved and Federal resources are properly safeguarded and expended. Performs a variety of technical financial related analysis designed to ensure timely and effective actions are taken to establish final resolution of any monetary and management findings contained in audit reports. Prepares all necessary documentation for fully resolve all outstanding audit findings. Distributes audit resolution materials. Performs additional technical audit resolution activities as requested.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Budget Analyst</b>
<b>Minimum/General Experience:</b> Four (4) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Assist with, prepare and reconcile ledgers, assist with the preparation of financial statements. Assist with and solve client budgeting issues. Perform job order costing and process costing analysis. Analyze standard costs. Analyze flexible budgets and indirect costs. Prepare journal entries. Perform analysis of data entry and payment processing. Supervise subordinate staff.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Sr. Program Specialist</b>
<b>Minimum/General Experience:</b> Four (4) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Review and analyze grant applications for continuation, supplemental and facilities grants compliance. Analyze refunding and supplemental grant applications. Obtain clarification and negotiate changes with grantees, and prepare negotiation sheet and grant award. Provide technical assistance to grantees. Monitor ongoing performance of grantees. Provide assistance to grantees on corrective action activities. Support enforcement actions. Review and evaluate technical assistance plans. Analyze multiple sources of data to identify performance trends and best practices; propose areas/strategies for improvement and training/technical assistance for grantees. Promote the goals, priorities and initiatives, of the Grant Office. Ensure the effective and timely completion of the Risk Management Process for all assigned Grantees. Oversee subordinate Program Specialists.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Grants Specialist</b>
<b>Minimum/General Experience:</b> Three (3) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Performs cost analysis on approved grant applications to ensure compliance. Verifies Indirect Cost Rate Agreements. Prepares written recommendations based on analysis of cost data. Contacts grantees when necessary to request missing or additional supporting documentation for proposed costs and revised budgets. Ensures grantee has been approved for funding. Reviews continuation grant file to ensure approval has been obtained prior to award. Reviews grantees post-award requests to ensure conformance with procedures. Reviews of grantee requests with appropriate program official; prepares documentation to formalize requested post-award action. Reviews and Analyzes the financial status submitted by grantees to ensure progress on awarded grant is adequate and funds are being spent in compliance with applicable cost principles and terms of grant award. Performs additional technical pre-award and post-award grant related activities as requested. Compiles relevant grant information for analysis in preparation for risk management assessment.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Junior Analyst</b>
<b>Minimum/General Experience:</b> Experience performing analysis tasks.
<b>Functional Responsibility:</b> Performs analysis and related tasks; gathers and analyzes information. Modifies systems; prepares sample test data and then executes formal tests; prepares flowcharts, diagrams and other required documentation.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) years of experience can be substituted for degree.

<b>Title: Grants Specialist/Closeout</b>
<b>Minimum/General Experience:</b> Two (2) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Performs a variety of technical grant and financial related analysis to ensure that expired definite and indefinite grant files are accurately and timely closed in the Grants Administration, and any applicable computer systems.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Program Specialist</b>
<b>Minimum/General Experience:</b> Three (3) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Reviews grant applications for continuation, supplemental and facilities grants compliance. Analyze refunding and supplemental grant applications. Provide technical assistance to grantees. Monitor ongoing performance of grantees. Provide assistance to grantees on corrective action activities. Support enforcement actions. Review and evaluate technical assistance plans. Analyze multiple sources of data to identify performance trends and best practices; propose areas/strategies for improvement and training/technical assistance for grantees. Promote the goals, priorities and initiatives, of the Grant Office. Ensure the effective and timely completion of the Risk Management Process for all assigned Grantees. Oversee subordinate Program Specialists.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Logistical Support</b>
<b>Minimum/General Experience:</b> One (1) year experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Performs a variety of technical and routine administrative related activities required to assist with performing complex analytical, coordinative, advisory, and consultative services on a wide range of program operations. Perform daily management of all requirements for logistical support activities.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> One (1) additional year of experience can be substituted for degree.

<b>Title: Junior Accountant</b>
<b>Minimum/General Experience:</b> Two (2) years of relevant experience.
<b>Functional Responsibility:</b> Assist with audits, prepare/reconcile ledgers, assist with the preparation of financial statements. Solve accounting and financial problems. Advise on managerial accounting issues. Perform job order costing and process costing analysis. Analyze standard costs. Analyze flexible budgets and indirect costs. Prepare journal entries. Perform analysis of data entry and payment processing. Supervise Accounting Technicians.
<b>Minimum Education:</b> Bachelor's degree.
<b>Substitutions:</b> CPA can be substituted for experience. CPA, CMA, or MBA or Two (2) additional years of experience can be substituted for degree.

<b>Title: Junior Program Specialist</b>
<b>Minimum/General Experience:</b> One (1) year experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Reviews grant applications for continuation, supplemental and facilities grants compliance. Provide technical assistance to grantees. Monitor ongoing performance of grantees. Provide assistance to grantees on corrective action activities. Support enforcement actions. Review technical assistance plans. Promote the goals, priorities and initiatives, of the Grant Office.
<b>Minimum Education:</b> AA Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Jr. Grants Specialist</b>
<b>Minimum/General Experience:</b> Two (2) years experience in relevant discipline(s) or area(s) of expertise.
<b>Functional Responsibility:</b> Assists with the preparation of written recommendations based on analysis of cost data. Contacts grantees when necessary to request missing or additional supporting documentation for proposed costs and revised budgets. Ensures grantee has been approved for funding. Reviews continuation grant file to ensure approval has been obtained prior to award. Reviews grantees post-award requests to ensure conformance with procedures. Reviews the financial status submitted by grantees to ensure progress on awarded grant is adequate and funds are being spent in compliance with applicable cost principles and terms of grant award. Performs additional technical pre-award and post-award grant related activities as requested.
<b>Minimum Education:</b> Bachelor's Degree.
<b>Substitutions:</b> Two (2) additional years of experience can be substituted for degree.

<b>Title: Sr. Voucher Examiner</b>
<b>Minimum/General Experience:</b> Five (5) years of relevant experience.
<b>Functional Responsibility:</b> Responsible for the verification and processing for payment of all valid vendor invoices against establish obligations. Review of invoices to ensure that contractual provisions have been met, services were properly rendered, goods were supplied, and the quantities being billed and the unit costs are in accordance with the contract or purchase orders, the payee name and bank information are correct, the charges are correct through a mathematical check, and the appropriate administrative approvals are verified. Verify the basic invoice information and all required accounting classification information against the data in the obligation modules of the applicable computer system. Ensure that charges are appropriately and accurately distributed in the case of multi-year, multi-program funded contracts. Provide management, direction, and training to Mid-Level Voucher Examiners and Jr. Voucher Examiners.
<b>Minimum Education:</b> Bachelor's degree in relevant field of study.
<b>Substitutions:</b> CPA can be substituted for experience. CPA, CMA, or MBA or Three (3) additional years of experience can be substituted for degree.

<b>Title: Accounting Technician</b>
<b>Minimum/General Experience:</b> Knowledge in Accounting or Financial Management Concepts.
<b>Functional Responsibility:</b> Assist with audits, prepare/reconcile ledgers, assist with the preparation of financial statements. Solve accounting and financial problems. Advise on managerial accounting issues. Perform job order costing and process costing analysis. Analyze standard costs. Analyze flexible budgets and indirect costs. Prepare journal entries. Perform Data Entry and Payment Processing.
<b>Minimum Education:</b> High school degree or GED.

<b>Title: Mid-Level Voucher Examiner</b>
<b>Minimum/General Experience:</b> Three (3) years of relevant experience.
<b>Functional Responsibility:</b> Responsible for the verification and processing for payment of all valid vendor invoices against establish obligations. Review of invoices to ensure that contractual provisions have been met, services were properly rendered, goods were supplied, and the quantities being billed and the unit costs are in accordance with the contract or purchase orders, the payee name and bank information are correct, the charges are correct through a mathematical check, and the appropriate administrative approvals are verified. Verify the basic invoice information and all required accounting classification information against the data in the obligation modules of the applicable computer system. Ensure that charges are appropriately and accurately distributed in the case of multi-year, multi-program funded contracts. Provide direction, and training to Jr. Voucher Examiners.
<b>Minimum Education:</b> Bachelor's degree in relevant field of study.
<b>Substitutions:</b> CPA can be substituted for experience. CPA, CMA, or MBA or One (1) additional year of experience can be substituted for degree.

<b>Title: Jr. Voucher Examiner</b>
<b>Minimum/General Experience:</b> None
<b>Functional Responsibility:</b> Responsible for the verification and processing for payment of all valid vendor invoices against establish obligations. Review of invoices to ensure that contractual provisions have been met, services were properly rendered, goods were supplied, and the quantities being billed and the unit costs are in accordance with the contract or purchase orders, the payee name and bank information are correct, the charges are correct through a mathematical check, and the appropriate administrative approvals are verified. Verify the basic invoice information and all required accounting classification information against the data in the obligation modules of the applicable computer system. Ensure that charges are appropriately and accurately distributed in the case of multi-year, multi-program funded contracts.
<b>Minimum Education:</b> Bachelor's degree in relevant field of study.
<b>Substitutions:</b> CPA can be substituted for experience. CPA, CMA, or MBA or One (1) year of experience can be substituted for degree.

<b>Title: Office Assistant</b>
<b>Minimum/General Experience:</b> Experience with office functions.
<b>Functional Responsibility:</b> Responsible for day-to-day administrative office operations needed on a task. Performs typing, proofreading, editing to correspondence and reports. Organizes and formats reports into final deliverables. Assists with graphics support of reports, briefings, and documentation. Assists with the production of training and user manuals. Performs other related duties as assigned.
<b>Minimum Education:</b> High School Diploma or GED.

<b>Title: Document Control Clerk</b>
<b>Minimum/General Experience:</b> Three (3) years of experience with computers.
<b>Functional Responsibility:</b> Receipt and control of all incoming vendor invoices. Login of all invoices into the applicable computer system to provide document tracking. Input vital information for the invoices in the computer system to permit ultimate payment, including vendors name, date of receipt, due dates, discount due dates, contract or purchase order number, invoice amount, invoice number and date, description of goods/services, and period covered in the invoice. Obtain/validate bank information during registration of the invoices against the vendor profile. Preparation of administrative approval transmittal cover sheet and the forwarding invoices to appropriate offices for administrative approval. Taking appropriate follow-up actions if administrative approval is not received within prescribed deadlines. Return of incomplete or non-compliant invoices to vendors with appropriate explanations. Provide assistance to vendors and handle vendor inquiries. Forward invoices along with relevant administrative approval to the payment section for processing. Preparation of the necessary documentation and taking follow-up action to resolve undelivered checks, stop payment procedures, cancelled checks and ACH payments.
<b>Minimum Education:</b> High School Diploma.



**HOURLY RATES FOR SERVICES**  
**SINs 520-11 / 520-11RC and 520-22 / 520-22RC**

SIN	SIN	Labor Category	9/6/2014- 9/5/2015	9/6/2015- 9/5/2016	9/6/2016- 9/5/2017	9/6/2017- 9/5/2018	9/6/2018- 9/5/2019	9/6/2019- 9/5/2020
520-11	520-22	Project Manager	\$193.21	\$197.07	\$201.02	\$205.04	\$209.14	\$213.32
520-11	520-22	Subject Matter Expert	\$179.62	\$183.21	\$186.88	\$190.61	\$194.43	\$198.31
520-11		Partner/Principal	\$167.99	\$171.35	\$174.78	\$178.27	\$181.84	\$185.47
	520-22	Sr. Consultant Grants	\$165.61	\$168.92	\$172.30	\$175.75	\$179.26	\$182.85
	520-22	Consultant Grants	\$138.01	\$140.77	\$143.59	\$146.46	\$149.39	\$152.37
520-11	520-22	Principal Consultant	\$130.72	\$133.33	\$136.00	\$138.72	\$141.50	\$144.33
520-11	520-22	Senior Manager	\$119.09	\$121.47	\$123.90	\$126.38	\$128.91	\$131.48
	520-22	Sr. Analyst Grants	\$110.40	\$112.61	\$114.86	\$117.16	\$119.50	\$121.89
520-11	520-22	Manager	\$107.96	\$110.12	\$112.32	\$114.57	\$116.86	\$119.20
520-11	520-22	On-Site Supervisor	\$97.91	\$99.87	\$101.87	\$103.90	\$105.98	\$108.10
520-11		Senior Consultant	\$93.03	\$94.89	\$96.79	\$98.72	\$100.70	\$102.71
520-11	520-22	Senior Accountant	\$78.34	\$79.91	\$81.50	\$83.14	\$84.80	\$86.49
	520-11	Analyst	\$67.31	\$68.66	\$70.03	\$71.43	\$72.86	\$74.32
	520-22	Sr. Grants Specialist	\$65.93	\$67.25	\$68.59	\$69.97	\$71.36	\$72.79
	520-22	Lead Program Specialist	\$61.21	\$62.43	\$63.68	\$64.96	\$66.26	\$67.58
520-11	520-22	Staff Accountant	\$60.61	\$61.82	\$63.06	\$64.32	\$65.61	\$66.92
520-11	520-22	Sr. Audit Specialist	\$58.82	\$60.00	\$61.20	\$62.42	\$63.67	\$64.94
520-11	520-22	Budget Analyst	\$57.13	\$58.27	\$59.44	\$60.63	\$61.84	\$63.08
	520-22	Sr. Program Specialist	\$56.87	\$58.01	\$59.17	\$60.35	\$61.56	\$62.79
	520-22	Grants Specialist	\$55.17	\$56.27	\$57.40	\$58.55	\$59.72	\$60.91
520-11	520-22	Junior Analyst	\$54.59	\$55.68	\$56.80	\$57.93	\$59.09	\$60.27
	520-22	Grants Spec./Closeout	\$46.50	\$47.43	\$48.38	\$49.35	\$50.33	\$51.34
	520-22	Program Specialist	\$46.36	\$47.29	\$48.23	\$49.20	\$50.18	\$51.19
520-11	520-22	Logistical Support	\$45.57	\$46.48	\$47.41	\$48.36	\$49.33	\$50.31
520-11	520-22	Junior Accountant	\$43.45	\$44.32	\$45.21	\$46.11	\$47.03	\$47.97
520-22		Junior Program Specialist	\$43.31	\$44.18	\$45.06	\$45.96	\$46.88	\$47.82
	520-22	Jr. Grants Specialist	\$41.04	\$41.86	\$42.70	\$43.55	\$44.42	\$45.31
520-11		Sr. Voucher Examiner	\$37.76	\$38.52	\$39.29	\$40.07	\$40.87	\$41.69
520-11	520-22	Accounting Technician	\$37.17	\$37.91	\$38.67	\$39.45	\$40.23	\$41.04
520-11		Mid Level Voucher Examiner	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27
520-11		Jr. Voucher Examiner	\$31.50	\$32.13	\$32.77	\$33.43	\$34.10	\$34.78
520-11	520-22	Office Assistant	\$30.29	\$30.90	\$31.51	\$32.14	\$32.79	\$33.44
520-11		Document Control Clerk	\$25.67	\$26.18	\$26.71	\$27.24	\$27.79	\$28.34
Rates include 0.75% IFF								